

# WRITING COMPETITIVE GRANTS



# Finding Funds

- Determine the need for funding
- Research compatible funding opportunities
- Ensure your eligibility



# Planning Your Submission

- Create a plan of action, include weekly timelines and identify responsible parties
- List all required attachments on a separate spreadsheet, create and collect as needed
- Read the RFP: identify the mandatory font, page numbers, paragraph spacing, etc.



# Writing Your Proposal

- Engage the reader with clear and vivid language as well as consistent lay-out
- Carefully respond to the RFP in the proper order and context
- Avoid cutting and pasting from previous proposals, without adequate proofreading



# Executive Summary

- While this section is often first, it should be written last
- Provide a captive summary that entices the reader; strive for early elements of uniqueness
- Briefly summarize the entire proposal; creatively highlighting strengths



# Organizational or Agency Profile

- Highlight areas of compatibility between your entity and the funder
- Use numbers, data and empirical based illustrations
- Establish competency and credibility-emphasize accomplishments & success



# Demonstrating the Need

- Reference reliable non-biased sources, stay away from opinionated positions
- Incorporate timely statistics and data; focus on the target population in the RFP
- Focus on the facts, use figures that clearly demonstrate a need



# Societal Benefits

- Always identify local and community-based benefits first
- Justify all benefits and link each benefit to the direct implementation of your proposal
- Focus on the positive social and economic benefits





# Objectives & Outcomes

- Define objectives and outcomes in relation to the RFP
- Create realistic and achievable goals and outcomes
- Goals and outcomes must be measurable, include quantitative data



# Program or Project Description

- Focus on the “WHAT” and “HOW,” justify and substantiate your approach
- Incorporate charts, diagrams and other visual aids when appropriate
- Incorporate “Best Practices” or proven methods of implementation



# Partnerships & Collaborations

- Seek partnerships with other entities that naturally strengthen your weaknesses
- Do not collaborate with groups or agencies that duplicate your efforts
- Clearly state each partner's role and responsibilities



# Long Term Program Planning

- Describe a plan for continuation that is realistic
- Be sure to build upon anticipated success
- Identify plan for maintenance or expansion and pair with specific dates



# Staff & Volunteers

- Showcase your staff's experience, areas of expertise, education and skills
- If positions are vacant and contingent upon the grant, include clear job descriptions
- Highlight volunteer involvement



# Evaluation & Tracking

- Adopt and embrace evaluation methods
- Ensure evaluation at a minimum is in compliance with the RFP
- Incorporate within the evaluation, feedback from target population



# Sustainability

- Identify how project or program will continue once grant dollars are not available
- Be realistic about the projected cost of implementing the program
- Seek diversified funding support in order to better justify sustainability



# Budget

- Include an expense for every action defined in the grant
- Use quotes and estimates from actual vendors
- Consult the accountant or an authorized financial manager prior to submission





# Proofing the Proposal

- Re-read the RFP, make sure the proposal meets all required and mandatory fields
- Ask trusted individuals to proof the proposal, looking for typos and grammatical errors
- Prior to submitting the proposal, read it aloud one time before you sign, seal & deliver



# Compiling the Proposal

- Neatly compile the narrative and attachments in order as defined by the RFP
- Guarantee the ink is bright and easy to read, avoid printing on poor copiers
- Follow binding instructions, paperclip, staple and sort as defined in the RFP



# Cataloguing the Proposal

- Maintain an electronic copy of the proposal, when naming the document include the year
- Maintain a hard copy of the entire proposal, include the narrative and attachments
- Maintain a hard copy of the RFP and any correspondence from the funder



# Winning the Grant

- Communicate the good news to any partners & collaborators
- Follow time line as approved in the grant, pay close attention to reporting requirements
- Send a Thank You letter and maintain appropriate communication throughout the grant



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